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Personnel

**THE USAF INSTALLATIONS AND
LOGISGTICS AWARD PROGRAM**

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This instruction implements AFD 36-28, Awards and Decorations Program. It provides guidance and procedures for the Air Force logistics community's awards, ceremonies, and honors.

"This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AF PC V, Awards and Decorations, applies.

Records Management: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at

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Rationale: Updates Privacy Act references and meets records management requirements.

Chapter 1

PROGRAM PURPOSE AND RESPONSIBILITIES

1.1. Purpose. The overarching Installations and Logistics Awards Program recognizes individuals and organizations within the installations and logistics community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) mission. As specified in the eligibility criteria for each award, the awards in this instruction also apply to the HAF, MAJCOMs/subordinate units, FOAs/DRUs, AF Reserves and Air National Guard:

- 1.1.1. Identify superior installations and logistics and mission support performance.
- 1.1.2. Enhance morale.
- 1.1.3. Inspire the Air Force installations and logistics community by commemorating the achievements of those for whom the awards are named.

1.2. HQ USAF/IL Responsibilities. The Air Force Directorate for Resources (ILP) oversees the Deputy Chief of Staff for Installations and Logistics (IL) awards. Each IL Directorate is responsible for administering its individual awards and will:

- 1.2.1. Develop awards criteria.
- 1.2.2. Manage their awards programs.
- 1.2.3. Set-up and chair selection panels.
- 1.2.4. As applicable, notify MAJCOMs, FOAs, DRUs, AFRC, and ANG of its decisions via HQ USAF/IL Message.
- 1.2.5. Presents awards (except as noted for sponsored awards in tables) during an annual banquet.

1.3. HAF, MAJCOM, FOA, DRU, AFRC, and ANG Responsibilities.

- 1.3.1. As specified for each award, organizations will submit awards packages through appropriate HAF organization or headquarters channels.
- 1.3.2. The Air Force encourages each HAF organization, MAJCOM, FOA, and DRU, as well as the AFRC and ANG, to set their own awards program to recognize deserving personnel and units.
- 1.3.3. After the HQ USAF/IL officially notifies the organizations of winners, the organizations should give the winners extensive publicity.
- 1.3.4. MAJCOMs may supplement this AFI to recognize organizations below squadron level.

1.4. Unit Responsibilities.

- 1.4.1. As specified for each award, units submit awards packages through appropriate MAJCOM, AFRC, and ANG headquarters.
- 1.4.2. Units or commands will pay for personnel to travel to the award ceremonies. See AFI 24-101, Passenger Movement, for spouse travel information.
- 1.4.3. Units possessing a revolving trophy (e.g. American Petroleum Institute Trophy) will return the trophy to the appropriate HQ Air Staff directorate.

Chapter 2

GENERAL NOMINATION CRITERIA AND PROCEDURES

2.1. Nomination Criteria.

2.1.1. In accordance with contractor award policy outlined in DoD1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, Para. O.2.b, the Department of Defense's goal is to avoid both the appearance and act of favoritism and conflict of interest. The Department does not allow contractors to participate in the award programs created for our military or civilian personnel nor may they participate in award presentation ceremonies or attend receptions. However, in squadrons with a mixture of contractors, military and/or DoD civilians, as long as a majority of the members are military and/or DoD civilians, the squadron may compete for unit awards. Contractors are not eligible for any individual awards outlined in this AFI.

2.1.2. The Deputy Chief of Staff for Installations and Logistics (AF/IL) criteria for the General Thomas P. Gerrity Logistics Award (Unit), the General Thomas P. Gerrity Award (Individual), the Honorable Dudley C. Sharp Award, and the Ronald L. Orr Award are outlined in [Chapter 3](#) of this publication. For other functional area awards, AF/IL Directorates will establish their own awards criteria, eligibility, restrictions, format, suspense dates, selection process and consolidate within their Directorate channels.

2.1.2.1. The Civil Engineer (AF/ILE) establishes award criteria for CE organizations and personnel. The program is managed by the Air Force Civil Engineer Support Agency (HQ AFCESA) and is outlined in AFI 36-2817.

2.1.2.2. The Air Staff Director of Logistics Readiness (AF/ILG) oversees its own awards program to recognize outstanding contributions to logistics readiness and mission support. Awards criteria are outlined in AFI 36-2821.

2.1.2.3. The Air Force Director of Maintenance (AF/ILM) oversees its own maintenance awards program to recognize individuals and organizations within the Maintenance community for outstanding contributions to the maintenance mission. Criteria is outlined in AFI 36-2818.

2.1.2.4. The Air Force Director of Services (AF/ILV) establishes awards criteria for AF Services awards programs. The awards program is managed by the Air Force Services Agency (HQ AFSVA) and is outlined in AFI 36-2852.

Chapter 3

NOMINATION CRITERIA AND PROCEDURES FOR GERRITY, SHARP AND ORR AWARDS

3.1. Nomination Criteria.

3.1.1. Eligibility. See [Table 4.1.](#) through [Table 4.4.](#)

3.1.2. Routing. Each MAJCOM, FOA, DRU, AFRC and the ANG may submit one nomination for each category as specified in the eligibility requirements for each award.

3.2. Restrictions. These following restrictions apply to award nominations:

3.2.1. Classified information is prohibited.

3.2.2. Deceased members may not be nominated.

3.2.3. Individuals who won an Air Force-level award are not eligible to compete for the same award at the Air Force-level the year immediately following the year of award.

3.3. Award Format. Packages will be one page of the AF Form 1206, Nomination for Award Packages will be single-spaced, use appropriate award headings, PureEdge font or the latest approved AF software, and be in bullet format. Headings will be capitalized and bolded. Awards must arrive at HQ USAF/ILPS within the timeframes listed in [Table 4.1.](#) through [Table 4.4.](#) Submissions must be sent electronically; hard copies of award submissions are not required. See award chapter for specific formats and award headings.

3.4. Suspense Date. 15 Mar. General Thomas P. Gerrity unit and individual awards, Honorable Dudley C. Sharp Award, and Ronald L. Orr award.

3.5. Selection Process. All nomination packages will be forwarded to AF/ILPS within the prescribed timelines. HQ USAF/ILPS will convene award boards to review nominations and select award winners. Award winners will be announced by message to HAF, headquarters and MAJCOMs, then to the public on the release date outlined in the message.

3.5.1. In accordance with AFI 36-2805, Special Trophies and Awards, Para. 1.8, individual Air Force-level award winners are eligible to wear the Air Force recognition ribbon (military) or pin (civilians).

Chapter 4

AWARD SUBMISSION

4.1. Purpose. The General Thomas P. Gerrity Logistics Award (Unit), the General Thomas P. Gerrity Award (Individual), the Honorable Dudley C. Sharp Award & the Ronald L. Orr Award recognize Air Force military and civilian individuals and units for outstanding contributions to logistics operations, management, business processes, and the success of logistics operations worldwide. The General Thomas P. Gerrity Award (Individual) is sponsored by the Air Force Association (AFA).

4.2. General Thomas P. Gerrity. During his last Air Force assignment, General Gerrity was the Commander, Air Force Logistics Command (now Air Force Materiel Command). He entered military service in 1939 as an aviator and served successive tours as a bomber pilot with 49 combat missions. He entered the logistics and materiel management field in 1942 as project officer for B-25, B-26, B-29 and B-35 bombers. In 1962, after several command and staff tours, General Gerrity was named Deputy Chief of Staff for Systems and Logistics, Headquarters Air Force. In his last assignment, General Gerrity's leadership and vision drove numerous management initiatives that ensured aircraft, missiles and support equipment operated at top efficiency.

4.3. Honorable Dudley C. Sharp. Mr. Sharp served as the Secretary of the Air Force. Mr. Sharp began his association with the military in 1942 when he served with the U.S. Navy in various capacities as Executive Officer and Commanding Officer on anti-submarine warfare vessels; he later served in the Office of Procurement and Materiel with the Navy Department. After leaving the Navy in 1946, Mr Sharp spent several years in the private sector before his appointment as Assistant Secretary of the Air Force for Materiel in 1959. In that same year, he was appointed to the position of Secretary of the Air Force where he was credited with improving the cost effectiveness of numerous Air Force programs as well as the creation of the Office of Missile and Satellite Systems, the forerunner of the National Reconnaissance Office.

4.4. Ronald L. Orr. During his last Air Force assignment, Mr. Orr served as the Principal Deputy, Assistant Secretary of the Air Force for Installations, Environment and Logistics. He began his federal civil service career in 1973 as a logistics management specialist. In 1990, after tours at the Air Force Logistics Command staff and Sacramento Air Logistics Center, he entered the Senior Executive Service as Director of the Ogden Air Logistics Center's Technology and Industrial Support Directorate. In addition, Mr. Orr also served in successive Air Staff positions including Associate Director of Maintenance, Director of Logistics Plans and Assistant Deputy Chief of Staff for Installations and Logistics. Additionally, Mr. Orr served as Executive Director of the DoD Business Initiatives Council where his leadership and vision resulted in the development and execution of 84 initiatives focused on process improvement, reduced cycle time, and legislative relief. These initiatives resulted in almost \$1 billion in cost avoidance and savings.

4.5. Nomination Packages. Nomination packages will contain an AF Form 1206, one-side. As specified in criteria for each award, only one nomination per category is permitted from HAF, MAJCOM Headquarters, FOA/DRU and Reserve/Guard is allowed. Do not include social security numbers in header information for individual awards. Use headings as stated in Tables 3.1, 3.2, and 3.3 for applicable award.

4.5.1. General Thomas P. Gerrity Award (Individual): This award is sponsored by the Air Force Association (AFA). In addition to the AF Form 1206, nomination package must include a citation. Incomplete packages will not be considered.

4.5.1.1. The citation for each award will be **UNCLASSIFIED**, typed, 10 or 12 Pitch, Times New Roman font, 50-70 words. Fully justify and single-space the paragraph with one-inch borders. Use the following opening and closing sentences:

4.5.1.2. **Open with the following:** - (Grade, name, organization) is the winner of the General Thomas P. Gerrity Award for Logistics Management for (Year).

4.5.1.3. **Close with the following:** - (Grade Name) has demonstrated professionalism and dedication in the performance of outstanding service to the logistics community.

4.6. Adopted Form. AF Form 1206, Nomination for Award.

Table 4.1. General Thomas P. Gerrity Logistics Award (Unit).

Sponsor and Purpose	Sponsored by HQ USAF/IL. Established in 1967 to recognize superior performance by a unit for maintenance and mission support of the Air Force mission.
Who May Nominate?	MAJCOMs and each Deputy Chief of Staff or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
Who is Eligible?	All units below MAJCOM to include MAJCOM FOAs and AFMC Centers. The unit level awards encompass all the logistics functions within the Wing (Logistics Readiness, Maintenance, and Contracting). For the ARC, this includes all the functions listed above and within the ARC unit.
Period of Award and When to Submit	The basis for the award will be for accomplishments during the preceding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILPS NLT 15 Mar.
Memorial Award Nomination Package Format	Use the following headers for developing bullet statements: 1. Specific organizational achievement(s) which improved management and organizational objectives 2. Effective utilization and management of resources 3. Impact on other aspects of the Air Force mission 4. Significant contributions to logistics management or support 5. Policies or procedures developed that resulted in financial savings
Selection Process	A panel comprised of three members from AF/ILG/ILM/ILP will evaluate and select the winner for AF/IL approval.
Notification and Presentation	The AF/IL will notify MAJCOMs of the winner. Award and citation will be sent to winning MAJCOM for presentation.

Table 4.2. General Thomas P. Gerrity Award (Individual).

Sponsor and Purpose	Sponsored by the Air Force Association. Established in 1967 to recognize an individual who has made an outstanding contribution to Air Force logistics.
Who May Nominate?	MAJCOMs and each Deputy Chief of Staff or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
Who is Eligible?	The nominee must be a US citizen who is a USAF Field Grade Officer or civilian equivalent (GM/GS -13 through GM/GS -15)
Period of Award and When to Submit	The basis for the award will be for accomplishments during the preceding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILPS, NLT 15 Mar.
Memorial Award Nomination Package Format	Use the following headers for developing bullet statements: 1. Specific accomplishment(s) which improved management and organizational objectives 2. Effective utilization and management of resources 3. Impact on other aspects of The Air Force mission 4. Significant contributions to logistics management or support 5. Policies or procedures developed that resulted in financial savings 6. Individual leadership and management qualities
Selection Process	A panel comprised of three members from AF/ILG/ILM/ILP will evaluate and recommend the top candidates to the AF/IL, who upon review and concurrence will submit up to three nominees to the AFA for final selection.
Notification and Presentation	AFA will make all notifications, announcements, and press releases.

Table 4.3. Honorable Dudley C. Sharp Award.

Sponsor and Purpose	Sponsored by HQ USAF/IL. Honors the former SECAF, Honorable Dudley C. Sharp, for his outstanding service and dedication to the Air Force and the nation. The award recognizes an individual who has substantially improved the operational cost effectiveness of the Air Force. This achievement must affect many logistics units or lead to multi-million dollar cost savings.
Who May Nominate?	HQ USAF/IL, each MAJCOM, and MAJCOM FOA may submit one nomination for consideration. HQ USAF/IL may also nominate an Air Force individual attached to any other organization of the Federal Government, such as executive agencies, SDDC, and OSD agencies.
Who is Eligible?	The nominee must be a US citizen who is an Air Force government civilian employee or military member engaged in some phase of logistics. The Secretary, Under Secretary, and Assistant Secretaries of the Air Force, the Air Force Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff are ineligible.
Period of Award and When to Submit	The basis for the award will be for accomplishments during the preceding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILPS, NLT 15 Mar.
Memorial Award Nomination Package Format	Use the following headers for developing bullet statements: 1. What made the achievement a significant benefit to the Air Force? 2. When and how did the nominee make the achievement? 3. What made the achievement unique from similar tasks? 4. What obstacles did the nominee overcome? 5. How did the nominee implement the achievement?
Selection Process	A panel comprised of three members from AF/ILG/ILM/ILP will evaluate and select the winner for AF/IL approval.
Notification and Presentation	The AF/IL will notify MAJCOMs of the winner. Award and citation will be sent to winning MAJCOM for presentation.

Table 4.4. Ronald L Orr Award.

Sponsor and Purpose	Sponsored by AF/IL. Honors the former Principal Deputy Assistant Secretary of the Air Force for Installations, Environment & Logistics for his outstanding service and dedication to the Air Force and Nation. The award, established in 2005, recognizes the Air Force staff civilian assigned to a FOA, MAJCOM, HAF or SAF/IE installations or logistics activity. The individual must have spearheaded notable accomplishments to improve business processes or organizational efficiency of military activities.
Who May Nominate?	SAF/IE, HQ USAF/IL, MAJCOM/Director of Staff, ANG or equivalent official may nominate one candidate for consideration.
Who is Eligible?	Nominees must be an Air Force civilian employee in the grade of GS-13 through GS-15 assigned to the HAF, MAJCOM, ANG staff or installations and logistics staff office. Only MAJCOM staff and above nominees may be submitted.
Period of Award and When to Submit	The basis for the award will be for accomplishments during the proceeding year (1 Jan-31 Dec). The actual award will reflect the current year. (Example: CY05 accomplishments will be used for the CY06 award). Nomination packages are due to HQ USAF/ILPS NLT 15 Mar .
Memorial Award Nomination Package Format	Use the following headers for developing bullet statements: <ol style="list-style-type: none"> 1. Describe the business process or activity changed. 2. Describe the impact and benefit of this business process change to the Air Force. 3. Describe how this business process change was institutionalized within the Department. 4. What objectives did the nominee achieve to institutionalize new business processes and improve efficiency?
Selection Process	A panel chaired by the Asst DCS/I&L and comprised of directors from AF/ILG/ILM/ILP or SAF/IE will evaluate and select the winner for AF/IL approval.
Notification and Presentation	The AF/IL will notify FOA, MAJCOM and SAF/IE of the winner. Award and citation will be sent to the nominating official for presentation.

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DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2805, *Special Trophies and Awards*

AFPD 36-28, *Awards and Decorations Program*

AFMAN 37-123, *Management of Records*

AFPD 37-1, *Information Management*

DoD 1400.25-M, *DoD Civilian Personnel Manual*

Abbreviations and Acronyms

AFA—Air Force Association

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

ANG—Air National Guard

ARC—Air Reserve Component

DCS—Deputy Chief of Staff

DOD—Department of Defense

DRU—direct reporting unit

FOA—field operating agency

AF/ILG—Headquarters, United States Air Force Installation & Logistics, Directorate of Logistics Readiness

AF/ILM—Headquarters, United States Air Force Installation & Logistics, Directorate of Maintenance

AF/ILP—Headquarters, United States Air Force Installation & Logistics, Directorate of Resources

Terms

Revolving Trophy—Indicates a single trophy passed from the previous to the current award holder